

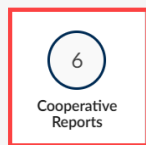
## Submitting a “Zero-Sum Balance” Report

This document is a quick reference guide for suppliers who need to submit a “Zero-Sum” usage report in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

This reference guide will outline how to submit a “Zero-Sum” usage report in the new Co-Op Reporting module in APP.

### Submitting “Zero-Sum Balance” Report

1. Login to APP
2. Navigate to the Cooperative Usage Reports page by clicking the **Cooperative Reports** link located at the bottom right of the APP homepage.



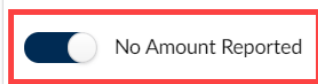
3. Next, click the **pencil** icon to the left of the report you wish to edit and submit.

	Fiscal Year	Quarter	Label	Report Date	Contract	Co-Op % Fee	Responsible	No Amount to Report	Agency Actual Amt	Customer Amount	Admin Fee	Total to be Paid	Status
	2021	Quarter 2	ADSP014-079526 - SFY21Q2	10/1/2020	ADSP014-079526 - E911 Public Safety Answering Point (PSAP) System	1.00	ELMER CHRISHA	<input type="checkbox"/>					Draft

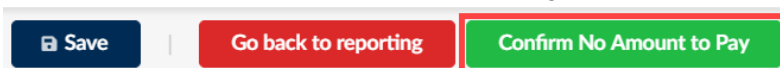
4. If you are reporting no spend for the quarter also known as “Zero-Sum Balance” report, you will simply click the Send Report button at the top of the page



5. On the Popup, click **Ok**.
6. The **No Amount Reported** switch will be “on”



7. Next, click the **Confirm No Amount to Pay** button.



**Note:** The **Go Back to Reporting** will cancel this action and allow you to add spend.

8. The system will generate a Zero-Sum report.